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FULL PARISH COUNCIL MEETING		UPTON PARISH COUNCIL
Date: Monday 6 th February 2017	Time: 7.30pm	Venue: The Oak Room, Berrywood Hospital, Northampton
Attendees: Cllr S Pape (Chair) Cllr R Lawrence Cllr M Ingram Cllr I Duly Cllr I Chowdray Cllr P Chauhan Cllr R Barrett	Apologies: Cllr W Lawrence was not present.	Also Present:- Gill Wells – The Clerk Cllr Hope – County Councillor Cllr Bottwood – Borough Councillor Mr T Earle Mr E Kerby Mr A Holt Ms M Orpin

17/214. REPORTS FROM NBC & NCC COUNCILLORS / POLICE.

Cllr Bottwood (NBC) addressed the meeting and advised that the Elgar Centre was available for Parish Council meetings and, whilst there would be no charge for use by the Parish Council, donations would be welcomed. The Youth Club was interested in re-instating the Youth Forum and a donation of £100 from the Parish Council would be sought.

Moreover, the St Crispin Community Centre was due to open in March and would be operated by CSN on a 30 year lease. Further, that The Gregory Celtic Football Club and The Northampton Baseball Clubs would be using the new facilities as their home grounds.

With regard to the Cricket and Bowls Club, no further negotiations had taken place and Cllr Bottwood suggested that the Parish Council approach NBC regarding the matter.

The allotments were ready for cultivation and interest in their use had been high.

Kent Road & the Car Park opposite the St Crispin Club – Members were advised that Taylor Wimpey had, again, offered the existing road (to be resurfaced as a cycleway and footpath, and car park), to the Parish Council which could be used by residents collecting children from the nearby school / visiting the park, or the Community Centre.

Duston Parish Council had asked if Upton Parish Council would be interested in sharing in the participation of training.

Cllr Hope (NCC) addressed the meeting and raised the matter of the school transport to and from Pineham Village School. An error had occurred with regard to the catchment areas and maps. Cllr Hope suggested parents be invited to a meeting.

Other matters addressed included the increase in vandalism in the area, in particular to cars, and a heightened Police presence was suggested.

17/215. PUBLIC SESSION.

There were no reports to receive.

17/216. Apologies.

No apologies had been received prior to the start of the meeting.

17/217. Declarations of Interest.

There were no declarations of interest.

17/218. Requests for dispensation.

There were no requests for dispensations.

17/219. Motion to declare the minutes of the Extraordinary Parish Council Meeting 13th January 2017.

Motion Agreed:- It was resolved that the minutes of the Extraordinary Parish Council Meeting, 13th January 2017, be approved as an accurate record of proceedings, and were duly signed by the Chair, Cllr S Pape.

17/220. Matters Arising & Clerks Report from the Minutes 13th January 2017.



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There were no matters arising. Nevertheless, the Clerk reported that concerns had been raised about the vandalism on the derelict St Crispins Hospital Site. Cllr Chauhan confirmed that the recent increased visibility in Police had been as a result of Speedwatch campaigns in the area. Volume of traffic had been recognised as an issue but not speed.
17/221. Code of Conduct.
Members had been asked to approve the personalised version of the Code of Conduct. Action Agreed:- That the Clerk would clarify, within the document, that the Monitoring Officer was that of NBC and not Upton Parish Council. The Council would review the document for approval following these revisions.
17/222. Election of Vice Chair.
Motion Agreed:- It was resolved that Cllr I Duly be appointed to the position of Vice Chair to Upton Parish Council. Cllr Barrett wished it to be noted that he voted against the appointment on the grounds that he did not feel Cllr Duly wanted the position and was, in his opinion, unduly coerced into the role.
17/223. Councillor Vacancy.
Having received interest from 3 members of the public for the vacancy of Councillor, Members were advised that, in April 2016, the Council had voted to follow NALC guidance involving the co-option of vacancies. Cllr Pape advised that as this was guidance rather than statutory he would let the Council decide whether it wished to appoint to fill the vacancies that evening or, bring the matter to the next meeting where it could vote to rescind the motion from April 2016. Motion Agreed:- It was resolved that the Council would appoint to fill the vacancies immediately but that the motion approved April 2016 be brought back to the meeting March 2017 for discussion and formal repeal. Cllr Barrett wished it to be noted that he would vote against the appointments on principal and that it was not personal to the candidates. Motion Agreed:- It was resolved, following a vote, that Mr E Kerby be co-opted to the Council.
17/224. Councillor Vacancy.
Motion Agreed:- It was resolved, following a vote, that Mr A Holt be co-opted to the Council.
17/225. N/2016/1659 Sites F & G Upton, High Street.
Motion Agreed:- It was resolved that the Council would object to the application of variation of condition no.20 of planning permission N/2014/0137 to extend the hours of delivery 6am to 23.00hours, Monday to Sunday, including Bank Holidays due to the negative impact on the local residential dwellings.
17/226. N/2016/1568 Redruth Nursing Home, Weedon Road, Upton.
Cllr Hope (NCC) left the room during discussion of the following item. Motion Agreed:- It was resolved that the Council would object to the planning application for a change of use from a care home to assisted living apartments as it was considered the provision of parking was inadequate.
17/227. Country Centre, St Crispins.
Cllr Ingram updated Members on the meeting held 24 th January 2017 (Appendix A). Concern was raised about the additional 150 – 180 houses accessing Berrywood Drive.
17/228. Berrywood Road Traffic Regulation Order.
Motion Agreed:- It was resolved that the Council supported the proposed no waiting at any time restriction (double yellow lines) as detailed in the Traffic Regulated Order.
17/229. N/2016/1622 109 Brunel Drive, Upton.
Members had received concerns from a nearby resident regarding the proposal. Motion Agreed:- It was resolved that the Council supported the application.
17/230. Bank Reconciliation 1st April 2016 – 30th December 2016.
Motion Agreed:- It was resolved that Members accepted the bank reconciliation (Appendix B).
17/231. Invoices for Payment.



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Motion Agreed:- It was resolved that Members approved the following invoices for payment.							
DD	O2	Clerks Phone	General Admin'	LGA 1972 s111	15.98	13.32	2.66
760	2Commune	Website Hosting	General Admin'	LGA 1972 s111	540	450	90
761	Virtual Marketing	Website / Facebook	Media Communication	S142	120	120	0
762	Royal Mail	PO Box Registration	General Admin'	LGA 1972 s111	312	312	0
763	Mrs G H Wells	Clerks Salary	Clerks Salary	LGA 1972 s112	790.29	790.29	0
764	HMRC	Tax & NI contribution	Clerks Salary	LGA 1972 s112	303.89	303.89	0
765	Virtual Marketing	Website / Facebook	Media Communication	S142	120	120	0
17/232. Budget 2017 – 2018.							
Members discussed the budget and the Clerk clarified how figures had been arrived at based on the 2016-2017 bank reconciliation, anticipated expenditure until the end of the current year, and that which was expected the following financial period. A number of projects had been listed, which required funding allocation in accordance with the Local Government Finance Act 1992.							
Motion Agreed:- It was resolved that the Council approved the proposed budget figures (Appendix C) and the Clerk was instructed to allocate funds, held in the current account, to the projects listed.							
17/233. Precept 2017-2018.							
Motion Agreed:- It was resolved that the precept for Upton Parish Council, for the period 2017-2018, would be set at £32,400.00.							
17/234. Pension Contributions.							
Motion Agreed:- It was resolved that Members of the Public would be requested to leave the meeting for items 234 and 235 due to the personal nature of the discussions relating to the Clerks employment.							
The Clerk chose to leave the room during items 234 and 235.							
Action Agreed:- Whilst it was acknowledged that the Council had to adhere to the Pension regulations regarding the provision of a pension scheme for the Clerk, confirmation was sought as to whether the start date could be delayed so as to ensure the satisfactory completion of the Clerks probation period.							
17/235. Clerks Employment – Contract Terms & Conditions.							
Motion Agreed:- It was resolved that the Clerks letter of appointment with terms and conditions of pay and hours detailed, be approved.							
Members of the Public and the Clerk were invited to re-join the meeting.							
17/236. UKLC User Conference.							
Motion Agreed:- It was resolved that attendance was not required at the conference.							
17/237. NEUVOO.							
Motion Agreed:- It was resolved that Members did not agree to advertising by the jobsite Neuvoo on the Parish Council website.							
17/238. Handover Agreement.							
Motion Agreed:- That the previous Clerk should invoice the Council for any time, since her departure from the Council, that she had spent on Council business including any handover with the new Clerk. The amount should not exceed that which would have been her normal monthly salary.							
17/239. Upton Parish Council Finance Working Party.							
Motion Agreed:- That Cllr R Lawrence would join Cllr Barrett as the Councils Financial Internal Controllers.							
17/240. 2017 Community Enhancement Gangs 2017.							
Motion Agreed:- It was resolved that the Council wished to participate in the scheme and that Cllrs would forward details of projects, to be undertaken by the gangs, to the Clerk.							
17/241. Great British Spring Clean.							



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Motion Agreed:- It was resolved that the Council wished to participate in the initiative.
17/242. Correspondence / Events / Training.
Cllr Barrett and the Clerk would be attending the Code of Conduct Training, March 14 th .
17/243. Items for the Next Full Council Meeting.
Members were reminded to inform the Clerk of items they wished addressing at the next Council meeting, no later than 8 days before the next Council meeting.
17/244. Date of Next Meeting.
Monday 6 th March 2017.
The meeting concluded at 9.31pm.

Signed:-.....

Date:-.....

Appendix A

Country Centre			
1.24.2017		2pm	Country Centre, Berrywood
Meeting called by	Sameena Hanif, Dentons		
Type of meeting	Meeting to discuss transfer of land; planning; S106/CIL levy on land south of Berrywood Drive, currently used by the Country Centre.		
Note taker	Gill Wells for Upton Parish Council		
Attendees	Cllr Mike Ingram (UPC); Christian Barber (Taylor Wimpey); Andrew Gore (Marrons Planning); Sameena Hanif (Dentons); Clare Clarke (Country Centre); Gill Wells (UPC).		
Transfer of land			
Discussion	Taylor Wimpey are looking to submit full, detailed planning, June 2017, on the land south of Berrywood Drive. It is anticipated that the land will hold 150-180 houses.		
The Country Centre is a charitable organization which offers support for adults with learning difficulties. It relies on grants and users contributing towards using the service which offers practical skills such as gardening. The Centre also has 2 ponies which graze on the land to be developed. The Centre requires security of tenure in order to apply for grants.			



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Taylor Wimpey advised they were happy to transfer the land, on which the actual centre sits, either to the NBC or UPC, on either a freehold or leasehold basis, in order to support the requirements of the Country Centre. S106 monies could be offered up by the developers and used to construct a new building for use by the Centre. However, it was considered better if Taylor Wimpey were not required to construct a building but, rather, provide the funding (index linked) which could be sufficient for some sort of building. It was agreed that retention of the facility was supported but the Country Centre expressed concern about the loss of land for the ponies and crops it currently grew on the site.

Cllr Ingram raised concern about the access to the new development given it was anticipated to be on the already congested Berrywood Drive. This was being looked into by the developers and Planning / Highways Authority which may necessitate possible improvements to the mini roundabout off Berrywood Drive / Road.

Taylor Wimpey advised that it was their intention to leaflet drop local properties rather than to hold a public exhibition regarding the proposed development but would be in a position to advise more by the end of March. Nevertheless, the developers wished to highlight the community benefits from the scheme, such as the Country Centre.

Conclusions & Actions	The Country Centre would confirm if they had legal representation. Clare Clarke, from the Country Centre, would also update the Board of Trustees at their meeting 25th January 2017, of this discussion. Taylor Wimpey would pursue the adoption of Berrywood Drive in the hope that the Highways Authority would then carry out what was deemed urgent and necessary works. Taylor Wimpey would update UPC and the CC as planning progressed. Cllr Ingram would update Council members at the next Council meeting 7th February 2017.
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Appendix B

Upton Parish Council **Bank Reconciliation** **1st April 2016 – 30th December 2016**

				Current A/C	Reserve A/C
			Opening Balances	£41,404.93	£12,603.88
Date	Cheque No.	Description			
4/4/16	690	L Bennett - Clerks Salary - February		-£292.48	
13/4/16	691	Clerks Expenses - Mileage		-£24.75	
14/4/16	695	NALC Trainign Material		-£54.99	
15/4/16	694	NALC Training		-£39.00	



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19/4/16	696	Staples - Office Supplies		-£37.83	
21/4/16	697	2commune - website		-£60.00	
21/4/16	699	2commune - website		-£810.00	
22/4/16	698	SLCC Membership		-£96.00	
29/4/16	Auto rec'd	NBC - 50% Precept 2016/2017		£16,200.00	
29/4/16	692	L Bennett Clerks Salary - March		-£292.48	
29/4/16	Bank Int'st	Natwest Bank Interest			£0.50
4/5/16	Chaps	Carphone Warehouse		£64.80	
5/5/16	702	L Bennett - Overtime		-£73.12	
5/5/16	703	L Bennett Clerks Salary April		-£438.72	
5/5/16	707	Clerks Expenses - Mileage		-£38.59	
10/5/16	700	Real Design - Email server		-£75.00	
10/5/16	704	NALC Membership		-£1,562.43	
10/5/16	705	NALC Training		-£495.00	
10/5/16	706	NALC Training		-£150.00	
11/5/16	701	St Michaels Churchyard Mowing		-£250.00	
16/5/16	Bankline	Banking Fees		-£5.00	
31/5/16	Bank Int'st	Natwest Bank Interest			£0.55
1/6/16	708	B Osborne Business Services		-£117.00	
2/6/16	709	O2 - Clerks Phone		-£10.80	
0/06/16	710	Clerks Expenses - Mileage		-£13.39	
7/6/16	Bill Paym't	L Bennett - Clerks Salary May		-£567.38	
7/6/16	Bill Paym't	Consultant Clerks Fees		-£112.00	
7/6/16	711	Staples - Office Supplies		-£6.28	
15/6/16	Bankline	Banking Fees		-£25.00	
20/6/16	713	Came & Company Insurance		-£439.00	
22/6/16	715	O2 - Clerks Phone		-£10.80	
24/6/16	714	Staples - Office Supplies		-£57.93	
30/6/16	Bank Int'st	Natwest Bank Interest			£0.52
4/7/16	716	Sports Warehse - grant		-£957.98	
6/7/16	Bill Paym't	NALC Training		-£68.00	
6/7/16	Bill Paym't	Clerks Expenses		-£24.26	
6/7/16	Bill Paym't	L Bennett - Clerks Salary June - July		-£438.72	
6/7/16	Bill Paym't	Virtual Marketing - Website		-£120.00	
6/7/16	Bill Paym't	Staples - Office Supplies		-£199.99	
6/7/16	Bill Paym't	NALC Training		-£45.00	
6/7/16	Bill Paym't	L Bennett - Overtime		-£182.80	
15/7/16	Bankline	Banking Fees		-£28.30	
19/7/16	712	CPRE Membership		-£36.00	
22/7/16	693	SLCC Training Material		-99.60	
29/7/16	Bank Int'st	Natwest Bank Interest			£0.50



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3/8/16	DD	O2 - Clerks Telephone		-14.32	
8/8/16	717	L Bennett -Clerks Salary Jul-Aug		-438.72	
8/8/16	721	L Bennett - Overtime		-54.84	
8/8/16	722	Clerks Expenses - Mileage		-20.45	
9/8/16	719	Artillus - Noticeboards / posts		-7,854.00	
10/8/16	718	Staples -Stationery		-106.25	
15/8/16	Bankline	Banking Fees		-30.30	
24/8/16	Auto Credit	HMRC Vat Rebate		772.03	
24/8/16	720	B Osborne Business Services		-60.00	
31/8/16	Bank Int'st	Natwest Bank Interest			£0.57
5/9/16	DD	O2 - Clerks Telephone		-10.80	
14/9/16	723	Virtual Marketing - Website Mgmnt		-120.00	
14/9/16	724	Virtual Marketing - Website Mgmnt		-120.00	
14/9/16	725	Staples - Stationery		-77.56	
14/9/16	726	Clerks Salary - August		-548.40	
14/9/16	730	Clerk Expenses - Mileage		-11.42	
15/9/16	Bankline	Banking Fees		-27.50	
20/9/16	729	NALC Training		-39.00	
21/9/16	731	St Michaels Churchyard Mowing		-250.00	
22/9/16	Auto Credit	HMRC Vat Rebate		1,698.69	
30/9/16	Bank Int'st	Natwest Bank Interest			£0.52
5/10/16	DD	O2 - Clerks Telephone		-11.63	
6/10/16	560060	Transfer Current A/C-Res A/C			£8,400.00
7/10/16	728	Clerks Expenses - Mileage		-11.70	
7/10/16	737	Virtual Marketing - Website Mgmnt		-120.00	
7/10/16	738	Virtual Marketing - Website Mgmnt		-90.00	
10/10/16	734	Clerks Expenses - Printing		-51.00	
10/10/16	735	L Bennett - Clerks Salary September		-438.72	
10/10/16	739	Transfer to Reserve A/C		-8,400.00	
12/10/16	736	Staples - Stationery		-25.67	
17/10/16	Bankline	Banking Fees		-27.50	
28/10/16	Auto Credit	NBC - 50% Precept 2016/2017		16,200.00	
31/10/16	Bank Int'st	Natwest Bank Interest			£0.78
3/11/16	DD	O2 - Clerks Telephone		-16.79	
8/11/16	733	N'board installation		-1,560.00	
14/11/16	741	BDO Accountants		-520.80	
15/11/16	Bankline	Banking Fees		-27.50	
15/11/16	740	Staples - Stationery		-14.13	
15/11/16	742	NALC Training		-58.50	
15/11/16	745	NALC Training		-32.50	



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15/11/16	746	Clerks Expenses - Mileage		-20.06	
15/11/16	747	L Bennett - Clerks Salary October		-548.40	
15/11/16	748	Clerks Expenses - Mileage		-28.25	
15/11/16	749	Clerks Working from Home All'nce		-208.00	
16/11/16	744	B Osborne Business Services		-60.00	
16/11/16	750	Virtual Marketing - Website Mgmnt		-120.00	
21/11/16	751	Crafty Crocodiles - Stationery		-15.31	
21/11/16	753	Royal British Legion - Poppy Don'tn		-100.00	
23/11/16	743	Newby Leisure - Play equip, St Lukes		-894.00	
23/11/16	752	Motive Copy Writing		-240.00	
30/11/16	Bank Int'st	Natwest Bank Interest			£0.33
6/12/16	DD	O2 - Clerks Telephone		-15.73	
9/12/16	755	L Bennett - Clerks Salary November		-484.42	
9/12/16	756	Clerks Expenses - Mileage		-12.05	
15/12/16	Bankline	Banking Fees		-27.50	
28/12/16	758	Real Design - emails		-35.00	
29/12/16	754	NALC Training		-51.00	
30/12/16	Bank Int'st	Natwest Bank Interest			£0.17
30/12/16	759	Staples - Stationery		-33.35	
				43,901.76	£21,008.32
As at 30/12/16		Current	Reserve		
Account Balance		£43,901.76	£21,008.32		
Still to be Banked		£0.00	£0.00		
Unpresented Cheques		-£120.00	£0.00		
Available Cash at 30/12/16		£43,781.76	£21,008.32		



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Upton Parish Council - Budget 2017 - 2018				Expenditure		Income		
Council Operating Costs	Expenditure 2016-2017 Actual to 30/12/16	2016-2017 Estimated Expenditure	2017-2018 Proposed Budget		Income Sources	Income 2016-2017 Actual to 30/12/16	2016-2017 Estimated Income	2017-2018 Proposed Income
Clerks Salary incl NI / Tax /Pens	£4,799.20	£8,000	£15,500		Precept	£32,400.00	£32,400.00	£32,400.00
Clerks Expenses	£664.91	£750	£500		VAT reclaim	£2,470.72	£2,700.00	£3,000.00
Training & Subscriptions	£2,827.02	£2,950	£2,200		Bank Interest	£4.44	£5.00	£7.00
Insurance	£439	£439	£450		Misc	£64.80	£64.80	£0.00
Audit	£520.80	£520.80	£550					
Election Expenses	£0	£0	£1,500					
General Administration	£11,405.78	£11,500.00	£5,000					
S142	£1,050	£1,500	£1,700					
S137	£0	£0	£500					
Grants / Gifts	£2,351.98	£2,500	£3,500					
S145	£100	£100	£1,000					
	£24,158.69	£28,260	£32,400			£34,939.96	£35,169.80	£35,407.00
Projected Bank Balance 31st March 2017:- Current & Reserve Account = £60688.77								
Projects / items for consideration in addition to budget items listed above:-								
Chairs Allowance								
Speed Reduction Measures								
Neighbourhood Watch								
Elgar Centre Contribution								
Pineham Village Community Centre Contribution								
Pocket Park Area Improvements								
Planters								
Hanging Baskets								
Noticeboard opp' Berrywood Hospital								
Street Furniture (benches / bins)								
Zebra crossing (£1000 allocated)								
Outdoor Exercise equipment								
Planting of bulbs and poppies								
Christmas Lights								